



Position: Public Programmer

Based at this National Historic Site in Britannia Beach, your role will be Public Programmer, responsible for implementing and coordinating public programs and activities at the Museum. The Museum is a key visitor attraction in the Sea to Sky Corridor and we pride ourselves on giving our 75,000 annual visitors a rewarding, enjoyable, engaging experience.

New to the Museum in May 2019 will be our new Mill Show attraction that will bring the historic Mill No. 3 back to life and give our guests an immersive look at what the Mill was like when it was operational. It is planned that our annual visitation will rise to 100,000 guests within three years.

The Position

The Public Programmer is a key position within the Education Department. This position is responsible for implementing and coordinating public programs and activities at the Museum, principally as directed by the Curator of Education & Collections. This may also include collaborating on the Museum's temporary exhibits, ensuring that these programs and exhibits accurately convey the message of the Museum. Public programming at the Museum generally aims to enhance the visitors' experience but it is also valued as being able to provide real benefit to the Museum through partnership opportunities, enhanced earned revenues through admissions and memberships, sponsorship opportunities and potential benefits of broadened customer relations and general good will within our communities.

Key duties:

- In accordance with the annual work plan, research and prepare educational materials for communication to external audiences through public programs, primarily in collaboration with the Curator. These materials may include but not be restricted to demonstrations, hands on activities, science shows, object handling, online exhibits and talks. On occasion, these will be off-site community events, or involve bringing in external program providers. This may also include training for occasional delivery of specialized education/school programs.
- Deliver/implement public programs as outlined above.
- As appropriate, either assist with the planning of, or lead the implementation of special event days (e.g. DIG Day, Family Fun Day, Halloween, Easter). This will be in liaison with the Curator or other Managers as required to ensure integration of sponsorship, volunteers and PR/marketing.
- Assist in the integration of activities and programs proposed and led by co-workers (specifically Interpreters) during spring break and summer periods.
- Liaise with the Sales Manager to develop membership targeted programs and activities.

You will report directly to the Curator of Education & Collections. You will work alongside other staff to develop and deliver a professional Museum experience for visitors.

Responsibilities & Expectations

- Responsible for ensuring that public programs accurately deliver the message of the Museum to the caliber that it warrants.
- Responsible for ensuring that public programs are accurately costed and budgeted with active participation in the process of securing the resources required to implement and deliver desired programs.
- Ensuring that staff, particularly Front of House, are properly informed about upcoming public programs.
- Expected to liaise with Operations/Maintenance staff in instances where greater logistics are required and to assist with the preparation for larger event days (including, as example, table setup).
- Expected to keep staff and management updated on changes to public programming as appropriate.
- Expected to assist the Curator with any duties pertaining to his/her work as directed.
- Make recommendation to improve the content, quality, and delivery of educational programming at the Museum.
- Expected to be a team player with a willingness and aptitude for interdepartmental collaboration, contributing to projects not normally part of job description as required to fulfill the Museum's annual workplan and goals.

The Ideal Candidate

You will have a post-secondary level degree or certification. Areas of study may include Education, Museum Studies, Mining, Environmental Science, History, Geoscience, Arts or Parks and Recreation/Tourism. Your 3+ years of prior experience in a mid-level position in education, communications or event planning role, preferably within a museum or attraction setting, will have given you a professional, organized work ethic. You will have good initiative and be able to work well without supervision. Non-profit and basic budgeting experience are both assets.

You will be a natural and enthusiastic communicator who has the ability to assimilate and present information to different audiences in both verbal and written formats. As this information will cover a variety of topics (e.g. science, arts, history), you will be comfortable learning new information. You will be confident with public speaking and enjoy working with both children and adults.

Microsoft Office experience is essential. Basic graphics experience is desirable but not essential.

First Aid Level 1 is desirable, though training may be given at Museum's expense.

Owing to our location (no public transit), and the occasional need to travel to off-site events, a driver's license and access to transport is ideal.

General Information

Wage is dependent on skills and experience. Overtime will be limited and must be authorized by a Manager, but will be paid at 1.5x, or time off in lieu.

This is a 4-5 day a week position and may fluctuate seasonally. We are open 7 days a week. Regular weekend work will be required though the frequency of this will also vary seasonally. Working on statutory holidays will be expected, as appropriate to the season.

A regular working day is 7.5 hours. Event days may mean working hours outside this range. Occasional evening work may be required for evening events, though these are very limited.

There will be a 3 month probation. The Chamber of Commerce Group Insurance Plan is available for permanent employees over 20 hours per week. The employee is eligible for the package after 3 months of successful probation.

About the Museum

The Britannia Mine Museum is governed by the Britannia Mine Museum Society. This Society is a non-profit organization, established in 1971 to preserve the material and social history of mining in British Columbia, and to educate the public about mining. It is a registered charity. The organization receives no government funding and relies on revenues, grants and donations for its operating costs. There are 21 buildings and structures, 7000 artifacts and 18,500 archival photos and documents in the care of the Society.

Our visitors come from both local and tourism sectors, and we attract all ages. We offer public (i.e. not pre-booked) and booked group visits. Around 10,000 students visit annually for curriculum-based programs.

About Britannia Beach

Britannia Beach is situated 12km south of Squamish and 50km north of downtown Vancouver. It is a small unincorporated community within the Squamish Lillooet Regional District, home to around four hundred residents. There is currently no public transit to Britannia Beach. The town is situated along the beautiful Sea to Sky Highway, on route to the ski resort of Whistler.

If relocation would be required for you, it is strongly suggested that you research accommodation options prior to application. The communities most frequently lived in by Museum employees are Britannia Beach, Squamish, West Vancouver and North Vancouver; all of which generally have competitive rental and real estate markets. Some car pool options are generally available via existing staff.

Applying

To apply, please send your résumé, before Monday March 25 to:

Diane Mitchell, Curator of Education & Collections

Britannia Mine Museum, Britannia Beach

dmitchell@bcm.ca